



CHRIS CHRISTIE  
GOVERNOR

KIM GUADAGNO  
LT. GOVERNOR

**STATE OF NEW JERSEY**  
OFFICE OF THE ATTORNEY GENERAL  
DEPARTMENT OF LAW AND PUBLIC SAFETY  
PO BOX 081  
TRENTON, NJ 08625-0081

CHRISTOPHER S. PORRINO  
ATTORNEY GENERAL

JENNIFER E. FRADEL  
ADMINISTRATOR

**September 29, 2016**  
**NOTICE OF JOB VACANCY**  
**#16-224**

An opportunity currently exists within the Department of Law and Public Safety, Juvenile Justice Commission, Office of the Deputy Executive Director, for permanent state employees in the competitive division who meet the minimum requirements specified below:

**TITLE:** Executive Assistant 3

**SALARY:** \$58,750.83 - \$83,580.93

**LOCATION:** Juvenile Justice Commission  
1001 Spruce Street, Suite 202  
Trenton, New Jersey 08625

**NUMBER OF POSITIONS AVAILABLE:** One (1)

**DUTIES:** Under direction of the Deputy Executive Director/Directors, acts as staff and personal representative responsible for assisting in the execution of agency functions through the implementation of policy and development, management, and control of plans, programs, and operations by employing accepted modern techniques of management. Review ongoing management activities within all major units and work closely with managers in resolving problems. Ensure that directives from the Executive Offices are properly carried out, deadlines are met, resolve problems and refer critical delays to the Deputy Executive Director; may assist an Executive Assistant 1 or 2 in a large department or agency; does related work as required.

**REQUIREMENTS**

**EDUCATION:** Graduation from an accredited college or university with a Bachelor's degree.

**EXPERIENCE:** Three (3) years of experience in program management with responsibility for planning, organizing, coordinating, staffing, reporting, and budgeting, or in assisting an executive with program development and implementation.

**NOTE:** Applicants who do not possess the required education may substitute additional experience as indicated on a year-for-year basis.

**NOTE:** A Master's degree in Public Administration, Business Administration, Management, or other closely related field may be substituted for one (1) year of experience.

**LICENSE:** Appointee will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

***If you possess the required experience and are interested in the above position, please send a cover letter (including job vacancy number) and current resume before the closing date of October 13, 2016:***

***Juvenile Justice Commission  
Office of Human Resources- Recruitment Officer  
P.O. Box 107, Trenton, NJ 08625-0107  
or email to: [jjcrecruitment@jjc.nj.gov](mailto:jjcrecruitment@jjc.nj.gov)***

The "New Jersey First Act," N.J.S.A. 52:14-7 (L. 2011, Chapter 70), requires new public employees to reside in the State of New Jersey within one (1) year of employment.

The Department of Law and Public Safety is an Equal Opportunity Employer and is committed to inclusive hiring and dedicated to diversity in our staff. We strongly encourage people from all groups and communities to apply.